

**INTERNAL QUALITY ASSURANCE CELL  
MINUTES  
2020-2021**

No. : 1

Date : 29/06/2020

Agenda :

1. IQAC formation.
2. AQAR presentation.
3. Action plan for the year.

1. The meeting held on 29/07/2020 in IQAC conference hall was presided over by the Principal.
2. Principal welcomed the newly nominated members Ms. Leena Joseph K.(Zoology), Dr. Mettilda Thomas (Physical Education), Sr. Niyatha (Bursar) and Ms. Sajitha Suseelan S. (Staff Secretary) and explained the duties and responsibilities of IQAC members.
3. IQAC coordinator presented the AQAR before the IQAC and suggestions were noted.
4. The meeting evaluated the activities of the year 2019-2020 and the action taken report.
5. The meeting discussed the action plan -20-'21 and the following discussions were taken;
  - a) Criterion wise QIM and QnM preparation.
  - b) To add more members of add on / value added / certificate and diploma courses.
  - c) To introduce student centric method to enhance learning experience.
  - d) To introduce CIE, aptitude test, remedial competitive examination guidance, career counseling in UG and PG level in a more systematic way.
  - e) To organize seminar/workshops on IPR, Research Methodology and Entrepreneurship.
  - f) To go for more number of MoU, Linkages and collaborations.
  - g) Implementation of e-governance software.
  - h) To increase more no of community lab activities.
  - i) To conduct internal and external AAA.

The meeting came to an end by 12.30pm. Ms. Sophia James, IQAC Joint Coordinator proposed vote of thanks.

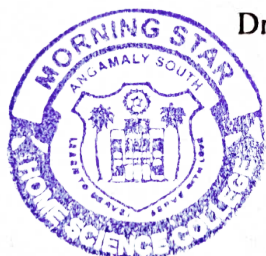
Members Present :


Dr.Sr. Rosily A.V. - IQAC Chairperson& Principal

Ms. Shiny K. Ittiachan - IQAC Coordinator

Ms. Sophia James

Dr. Lizmitha Godwin



  
**DR. ROSILY A.V.**  
**Principal-In-Charge**  
Morning Star Home Science College  
Angamaly - 683 573

Dr. Laisa Thomas

Ms. Leena Joseph K.

Dr. Sindhu K.S.

Ms. Sajitha Suseelan S.

Dr. Mettilda Thomas

Sr. Mary Paul

Sr. Niyatha

Sr. Mary Joe

Ms. Aswathy S.Nair

No. : 2

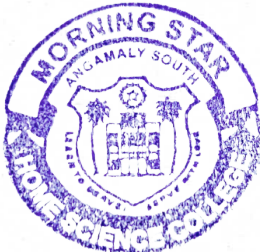
Date : 16/10/2020

Agenda :

1. Faculty development programs to enhance teaching process in Covid pandemic.
2. Capacity building and skill enhancement program.
3. Awareness programs on OBE, SWOC and SSR preparation.
4. Special program for AL and SL.

1. The meeting held on 16/10/2020 was presided over by the Principal, Dr. Sr. Rosily A.V.
2. The meeting discussed the action taken and decided to implement the following :
  - a) To organize FDP on ICT enabled tools for teaching learning by using the human resources in the college itself. Dr. Teji K. T. and Ms. Rajani were selected as the resource person for FDP.
  - b) Capacity building and skill enhancement program like soft skill, language and communication skills, computational skills, ICT skills, physical fitness, Yoga, health and hygiene etc. were entrusted to each department.
  - c) Awareness program on OBE by Ms. Sajitha and Sri. Andrew Jose.
  - d) Awareness Programme on SSR preparation by IQAC.
  - e) Special program to AL and SL like 'Meet the Expert', Paper presentation etc.

The meeting came to an end by 12:30pm. Dr. Lizmitha Godwin proposed the vote of thanks.



*Dr. Rosily*  
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Members Present :

Dr. Sr. Rosily A.V.

Ms. Shiny K. Ittiachan

Ms. Sophia James

Dr. Lizmitha Godwin

Dr. Laisa Thomas

Ms. Leena Joseph K.

Dr. Sindhu K.S.

Ms. Sajitha Suseelan S.

Dr. Mettilda Thomas

Sr. Mary Paul

Sr. Niyatha

Sr. Mary Joe

Ms. Jwalini K.S.

No. : 3

Date : 08/03/2021

Agenda :

1. Consolidation of QnM (5 year).
  2. Data Validation Verification.
  3. Preparation of files.
  4. Familiarisation manual and SOP.
1. The meeting was presided over by the Principal, Dr. Sr. Rosily A.V.
  2. The nominee from the society Prof. Harry Cletus was there in the meeting and gave valuable suggestions.
  3. The meeting decided to complete the following tasks :



*Dr. Rosily*

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- a) To consolidate QnM for the five years.
- b) To exercise the data verification.
- c) To prepare the important files.
- d) Decided to organize a workshop for familiarizing the SOP and manual.

Members Present :

Dr. Sr. Rosily A.V.

Prof. Harry Cletus

Ms. Shiny K. Ittiachan

Ms. Sophia James

Dr. Lizmitha Godwin

Dr. Laisa Thomas

Ms. Leena Joseph K.

Ms. Sajitha Suseelan S

Dr. Sindhu K.S.

Sr. Mary Joe

Ms. Jwalini K.S.

  
Coordinators



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